



HRS PLANNING COUNCIL MINUTES

March 15, 2011

The meeting of the Human Resource Services Planning Council was held on Tuesday, March 15, 2011 in room LL-112. John Tortarolo called the meeting to order at 4:10 pm upon establishment of a quorum.

Roll Call

Members Present: Sandra Andre, Anel Cardona-Gonzalez, Shawna Hearn, Lisa Hornsby, Pam McDonough, Kimberly Word

Members Absent: Molly Faulkner, Anna Morrison

Recorder: Jennie Vastola

I. Approval of Minutes

The minutes from the February 7, 2011 special meeting were approved (MSC: Andre/Hearn).

The minutes from the February 15, 2011 meeting were approved (MSC: Hearn/Word).

The minutes will be posted on the Palomar webpage as follows:

<http://www.palomar.edu/strategicplanning/hrspc>

II. 2010-11 Projects

- **Strategic Plan Development:** John distributed the following:

- **HRSPC Resource Allocation Process Evaluation**
- **Planning Relationships from Accreditation to Output (table with blue heading)**

John reported he had presented the HRSPC Resource Allocation Process Evaluation at the 3/15/11 SPC meeting. The report summarizes HRSPC's review of its priorities and internal resource allocation process. It also summarizes the council's dialogue concerning its review of the planning council resource allocation process. John asked if anyone wanted to make changes and/or have any further discussion about the evaluation process. The HRSPC Resource Allocation Process Evaluation was accepted by consensus.

- **Staffing Plan:** John reported the 2nd reading of the Staffing Plan was unanimously approved at the 3/15/11 SPC meeting. Work will begin soon on the evaluation process. The Staffing Plan will be posted on the Institutional Research & Planning website at:

<http://www.palomar.edu/strategicplanning/StaffingPlan2016Final.pdf>

III. Standing Reports

- **SPC/Budget**

John and Lisa shared information regarding the HRS budget for the upcoming fiscal year. We should have the 2011-2012 budget by late summer or early fall 2011. In order to keep pace with the FON (Faculty Obligation Number), the college will have to hire more faculty. Resources will be required to cover advertising expenses and temporary HRS employees to lend assistance during peak hiring times. In 2013-2014, more recruiting will be done for the new centers. Over half the faculty is over 55 years old, so we can expect to see many retirements in the near future. A question was raised as to the possibility of the college switching to a 4-10 schedule during summer 2011. John responded that the college is continuously looking at ways to save money, but he has no knowledge of schedule changes for the summer months. The HRS budget recommendations were accepted by consensus.

John asked the committee to be prepared to discuss the HRSPC Planning Priorities at the next meeting on April 5, 2011. In April, John will report to the HRSPC on the PeopleAdmin project and the PeopleSoft Position Control project. On April 1st, the Accreditation Team is coming to the college for a site visit and they may ask to speak with HRSPC members. John acknowledged the outstanding work that the Accreditation Steering Committee has done.

- ***EEO Advisory Committee***

Lisa reported on the upcoming Unity in Diversity event scheduled for 5:00 pm on Thursday, April 7, 2011. The theme for this year's event is "Human Rights Advocacy, Locally and Globally". There will be an excellent keynote speaker, Dr. John Haas, from Cerritos College along with several outstanding panelists. Advertisements are being sent out to faculty, staff, and students to share information about the event. Faculty members are encouraged to give extra credit to students in their classes who participate at the evening event. Professional Development credit is available to faculty members who attend. Food and entertainment will be inside the Student Union for the evening event. During the day, there will be other activities, including an open mike hosted by the PC3H.

- ***Team Life***

Shawna reported there will be a Poker Walk on Thursday, March 17th, beginning at noon at the clock tower.

Adjournment

The meeting was adjourned at 4:50 pm.